

4 August 1956

NOTES ON DETACHMENT ADMINISTRATION

1. REGISTRY FUNCTIONS: As administration in Detachment A has evolved, the registry function has become quite a large one. During full operations, it becomes very nearly a full-time job for two persons. In Detachment A the following functions are included in the Registry Unit:

- (a) Manifesting and wrapping all outgoing pouches
- (b) Receiving, unwrapping, logging and distributing all incoming pouches. Distributing other mail.
- (c) Maintaining central control register of all TS documents.
- (d) Maintaining central control register of pseudonyms and cryptonyms.
- (e) Receiving and processing all incoming cables. This includes grease-pencilling out all crypts and pseudos in all copies except those for the commander's and registry files. When traffic is heavy, this is an extremely time-consuming job. The same processing is given confirmation copies of outgoing cables.
- (f) Typing outgoing cables for contractors representatives.
- (g) Operation of mimeograph machine for the Detachment.

Suggestions: Provide two registry clerks on T/O to perform above mission. One should be a good typist, and may serve as a pool typist for the rest of the Detachment during slack periods.

2. REPRODUCTION: A mimeograph machine is an absolute necessity for each detachment. Ditto is less satisfactory, since military orders are less often cut in that process.

3. PERSONNEL SECTION: In Detachment A, experience has shown that a three-person Personnel Section is not necessary, particularly if the Administrative Officer devotes a fair amount of his time to personnel matters. One experienced airman is about all that is required. However, it is very important that the Personnel Clerk--or someone else in the Administrative Section--be familiar with administrative (military) orders. There is a frequent necessity to write cover orders of one sort or another. Suggestion: Divert the two extra T/O slots allotted to personnel functions to registry functions. This is what has in fact been done in Detachment A.

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4. OFFICE SUPPLIES: Our experience has been that office supplies should be brought from headquarters--at least a starter supply. The various military installations run out of the most common items fairly often. Such apparently usual items as two-hole punches, heavy duty file folders, and staplers are often not available.

5. FINANCE: (A) The Clerk to the Certifying Officer (Finance Officer) should be experienced in travel (both Company and JTR). Partially because of the perhaps unusual amount of moving around that Detachment A has done, travel voucher processing has been one of our biggest workloads.

(B) Military personnel need a fuller briefing on how the pay system works--per diem, LOA, etc., to prevent endless explanations later.

(C) The Finance Section staffing probably should be increased to include an assistant Finance Officer where detachments are located near large cities.